

June 6, 2011

Dear Officer:

This will confirm your assignment to the One-Hundred Ninety-Fourth Session of the Indiana Law Enforcement Academy Basic Course. The One-Hundred Ninety-Fourth Session is scheduled for September 12 through December 22, 2011.

CPR/AED must be obtained on your own and then show proof of completion before you will receive certification.

PLEASE NOTE: You will need to bring your own towels as the Academy will no longer provide these for the basic students. Linens and blankets will still be provided.

Also, due to the mandatory cut backs for the ILEA, evening meals will not be served here at the Academy. There are several restaurants in the area and you will be on your own for this meal.

You are required to report to the Academy on Friday, September 2, 2011, at 0800 hours for the Physical Fitness Assessment Entrance Examination. Report in your physical training gear (blue t-shirt, shorts, sweatshirt, sweat pants, and running shoes). After you successfully complete this examination you will then begin your basic training on September 12, 2011.

For additional information please visit our website at www.in.gov/ilea.

Enclosed are your Reporting Instructions, a Health and Emergency Services form, and a Physical Fitness Assessment form. Please read these and comply with the directions contained in each. Pay particular attention to the paragraph that tells you to be physically fit when you report to the Academy. All applicants must meet or exceed established fitness standards for entry into the basic course as well as a slightly higher standard in order to graduate!

You will be required to participate in regular exercise sessions, on your own initiative and time. This will assist you in maintaining and improving your physical fitness level. Part of this regimen will include aerobic activities conducted outdoors. You should engage regularly in this type of exercise prior to reporting so that your cardiovascular system will have acclimated to prevailing temperature ranges.

Any questions should be directed to the Basic Course Commander, Captain Mark Bridge at 317/837-3228.

Sincerely,

Rusty K. Goodpaster
Executive Director

RKG:ns
Enclosures

Complete this form at home and bring it with you on September 12, 2011. You will be told when and where to turn it in. Student ID Number will be assigned to you upon arrival at the Academy.)

STUDENT ID NUMBER: _____

HEALTH AND EMERGENCY SERVICES

To assist us in seeing that you receive proper treatment for any illnesses or injury that might occur during your training at the Academy we must have the following information.

Name: _____ S.S.# _____
(LAST) (FIRST) (MIDDLE)

Department: _____ Department Phone: () _____

Are you taking any medication? Yes ____ No ____ If yes, please list that medication and dosage:

_____.

Have you had surgery or been confined to a hospital within the past two years? Yes ____ No ____ If yes, are you still under a doctor's care for that confinement? Yes ____ No ____

Are you allergic to any foods, medication, animals, plant life, insects, et cetera? Yes ____ No ____

If yes, describe: _____

_____.

Please indicate: Heavy Smoker ____ Moderate Smoker ____ Non-Smoker ____ Use Smokeless Tobacco ____

Do you have any religious or personal convictions concerning medical treatment that you would like for us to be aware of in obtaining treatment for you? Yes ____ No ____ If yes, describe:

_____.

Do you have any special diet requirement? Yes ____ No ____ Describe: _____

_____.

Do you have any physical limitations, recent or old injuries that might restrict your full participation in physical activities while at the Academy? Yes ____ No ____ If yes, describe:

_____.

The Academy is not authorized to pay for casts, bandages, medications, X-rays, prescriptions or visits to hospitals, doctor or dentist. Your insurance or that of your department must be used. (Over 50% of student injuries occur during leisure time, especially during athletic activities.)

Please list here your personal insurance company, policy number, and billing address:

_____.

Please list here your department's insurance company, policy number, and billing address:

_____.

If you are not covered under a personal or department insurance policy, please provide here the information necessary for a physician or hospital to bill your department under Worker's Compensation.

_____.

EMERGENCY NOTIFICATION INFORMATION: NAME OF PERSON TO BE NOTIFIED IF THE ACADEMY IS TO MAKE NOTIFICATION CONCERNING INJURY OR ILLNESS

| FULL NAME | RELATIONSHIP | AREA CODE | PHONE NUMBER |
|-----------|--------------|-----------|--------------|
|-----------|--------------|-----------|--------------|

SIGNATURE OF STUDENT

DATE

*The social security number of the data subject is being requested as an exchange of information between agencies, provided for by IC 4-1-6-2. Disclosure is necessary to fulfill a statutory mandate and confidentiality of the social security number will be maintained by the Law Enforcement Training Board as provided by law.

ILEA/0101

BASIC STUDENT OFFICER REPORTING INSTRUCTIONS

One-Hundred Ninety-Fourth Session
September 12, through December 22, 2011

A Basic Law Enforcement Training Course will be held at the Indiana Law Enforcement Academy in Plainfield during the fifteen (15) week period captioned above.

Transportation: Transportation to and from the Academy is the responsibility of the Department and the Basic Student Officer.

Parking: All students must park in the student parking lot located on the North side of the main building of the Academy complex. (Do not park in the spaces closest to the dormitory. They are reserved for staff and guest instructors.) PLEASE leave your luggage, clothing and personal articles in your car until you have completed registration.

Registration: (0700 - 0745 hours, Monday, June 20, 2011 (Indianapolis time): Enter the main building through the Front entrance doors and check in at the registration desk. You must have a Health & Emergency Services Form (ILEA/0101), a valid Driver's License and AED/CPR card. NO Sunday night reporting will be permitted.

Weapons: Leave all firearms in your vehicle until otherwise advised.

Required Personal Items: You are required to have the following items in your possession at time of registration:

Gentlemen and Ladies

1 spiral notebook (8 1/2 X 11)

1 sweat suit (2-piece, long sleeve, solid dark navy blue cotton)

1 pair navy blue gym trunks and navy blue crew neck athletic T-shirt

No logos or lettering permitted on sweat suit or T-shirt

1 pair conservative boxer-type swim trunks (male students)

1 one-piece conservative swimsuit (female students)

1 pair gym shoes

1 pair, solid white, cotton athletic socks (over the calf) (double socking is permitted)

3 Tan uniforms, wash and wear, long sleeve shirts and trousers to match

(Recommend "Dickie" or some comparable brand from one of the major department stores)

NOTE: Irons and ironing boards are provided. Do Not Bring Your Own!

1 plain black necktie (clip-on)

1 pair uniform shoes. Shoes, belt (no ornamental buckle) and

socks to match, i.e. black shoes, black belt, black socks; or brown shoes,
brown belt, brown socks

1 department uniform

5 solid white crew neck T-shirts

1 pair of eye protection and ear protection for firearms training

1 flashlight for low light firearms training

Duty leather with holster, magazine pouch, handcuff case, and handcuffs for firearms and physical tactics

300 rounds of "issued/duty" ammunition for use during firearms qualification

Firearms: **NO FIREARM OF ANY TYPE** is to be taken into student living quarters. Your firearm will be secured in your assigned gun locker. Firearms will not be needed during the first week. More specific instructions will be given upon arrival at the Academy.

Dress Code: The Academy dress code calls for basic course students to wear tan wash-and-wear uniforms to class and for field activities. Department uniforms will be worn only during specifically designated training activities and on graduation day.

Grooming Standards: Report to the Academy with a fresh shave and haircut! If your haircut does not meet staff approval you will be required to go to one of our local barbershops on the first evening you are here. Head hair (gentlemen) will be off the collar, off the ears, not excessively long on back or sides and neatly trimmed. Sideburns may not extend below the middle of the ears, must be conservative in length and neatly trimmed. Beards are strictly forbidden. Head hair (ladies) judged too long by the Academy Inspection Staff must be pinned up during the training day.

Conduct Standards: Regulations governing the operation of the Academy are strictly enforced. No alcoholic beverages, no tobacco products, and no drugs or controlled substances except those prescribed for the person who has possession and those sold "over-the-counter" will be brought onto Academy grounds. No gambling of any form is permitted.

Sexual harassment and lewd or lascivious conduct will not be tolerated.

General Information

1. A padlock or combination lock will be needed to secure articles in the locker room.
2. You should bring an alarm clock or clock radio. It is an individual responsibility to arise each morning at the required time.
3. There are four television lounges in the student housing area; however you may have a radio or television in your room. No coffee pots, hot plates, or microwave ovens are permitted in dormitory rooms.
4. Washcloths and towels are not furnished by the Academy. Students will need to bring their own.
5. The telephone number at the Academy is 317/839-5191. You may be contacted at this number at any time for receipt of emergency messages. All other calls, made or received, must be handled over pay telephones.

Mail should be addressed: Officer _____, Room _____
Indiana Law Enforcement Academy
Post Office Box 313
Plainfield, Indiana 46168-0313

6. A routine day begins with morning formation between 0630 and 0715 hours. Classes are held from 0800 to 1700 hours on Monday through Friday, with some evening assignments. Basic students are required to live at the Academy during the course of instruction. The Academy suspends operations at the close of the day each Friday and resumes activities on Monday morning at 0700 hours (Indianapolis time). Each student is required to be present for Monday morning formation (normally 0730 hours) regardless of distance or weather conditions. Housing is not available on Saturday nights.
7. Please note that basic officers will not be permitted to use any tobacco products on Academy grounds.
8. You are to report to the Academy physically fit. Fitness assessments are conducted prior to arrival and again during the final week of training. Minimum standards must be met or exceeded in both assessments. Failure to meet entry standards will result in your immediate dismissal from further Academy training, and failure to meet exit standards means that you will not graduate with your class. You will be required to jump, run, and perform pushups and sit-ups, as well as engage in precision driving, firearms range activities, physical tactics and other vigorous activities. Be sure to prepare yourself adequately. No exceptions are granted for any reason.

IMPORTANT INFORMATION

Students attending the Basic Course must purchase the following:

1. A Criminal Law Manual: Essential Case Law for Policing America. Cost is \$23.50.
2. A S.T.O.P.S. Manual. Cost for this manual is \$30.00.

A total of \$53.50 is payable by cash, check or purchase order to ILEA for the above two items. This must be paid by graduation.

3. A Narcotics Field Test Certification. Cost for this is \$60.00 and you will be invoiced by IDEA. This must be paid by graduation.

INDIANA LAW ENFORCEMENT ACADEMY
BASIC STUDENT OFFICER
Physical Fitness Assessment

Congratulations on your tentative enrollment in law enforcement basic training.

You will be required to fully participate in all components of this assessment. The Entrance Standard requirements are as follows:

1. Vertical jump (13.5 inches minimum)
2. One minute sit-up (24 minimum)
3. 300 meter run (82 seconds maximum time limit)
4. Maximum push-up (21 minimum)
5. 1½ mile run (18 minutes, 56 seconds maximum time limit)

Cadets/recruits must meet the Entrance Standard in order to remain at the Academy.

The Physical Fitness Assessment graduation standard requirements are as follows:

1. Vertical jump (16 inches minimum)
2. One minute sit-up (29 minimum)
3. 300 meter run (71 seconds or less)
4. Maximum push-up (25 minimum)
5. 1½ mile run (16 minutes, 28 seconds or less)

The Graduation Standard must be met for cadets/recruits to successfully complete the Academy.

Both the 300 meter run and the 1.5 mile run are conducted outdoors. It is imperative that you bring clothing appropriate for weather conditions. Cold weather will necessitate hand, head, and ear protection as well as items which can be layered according to temperature and wind chill.

Good Luck,

Lt. Robert H. Black
ILEA Fitness Instructor

RHB:ns

ILEA/0602

TO: Department Head

FROM: Rusty K. Goodpaster
Executive Director

SUBJECT: Uniforms

It has come to my attention that there are a handful of departments, which do not supply regular duty uniforms to their new officers until after ILEA graduation or after further orientation. I respect those policies and I would not ask for compromise if it were not for a safety concern.

Lieutenant Bob Black, our Physical Tactics Instructor, has requested that officers to wear their regular duty uniform during one portion of that training. This is to familiarize the officer with the need to not allow the uniform to be a distraction during a physical confrontation; the possibility that uniform items can be used by an offender to harm the officer; and the added weight and restrictions that many uniforms cause.

Without totally changing your policy you might consider an "alternative uniform" which can consist of many of the same items but be less expensive. This would allow you to maintain your process of the regular duty uniform being that final step of the officer's goal in regard to street assignment.

We do feel that this is an important part of Physical Tactics training therefore a duty uniform or a reasonable facsimile will be required, along with a duty leather or nylon belt, holster, magazine pouch, handcuffs, and handcuff case.

RKG:ns

TO: All Department Heads

FROM: Rusty K. Goodpaster
Executive Director

In an effort to better train your newly hired officers, we are making a few minor adjustments to our firearms program.

Officers enrolled in the Basic Course will receive maximum benefit from the firearms program if they train with the handgun and shotgun they will be using as duty weapons. Likewise, using duty leather or nylon belt, holster, and magazine pouch are also necessary and will significantly improve their confidence and accuracy if later involved in an actual shooting situation. (Please keep this in mind when selecting or assigning a handgun and (12 gauge) shotgun for training. Having students bring a department shotgun to the Academy is necessary owing to the wide variety of shotguns now being used in our state.)

Further, we request, on or before the start of the seventh week of training, you provide this officer with 300 rounds of "issued/duty" ammunition for use during firearms qualification. (As before, 200 rounds will be needed for one practice qualification and three qualifications). As you know, the "aim/hitting" characteristics of our training ammunition as well as the recoil may differ from duty ammunition. The extra 100 rounds of duty ammunition will be used for the student's introduction to dim light training. Because most shootings occur in dim light it is important for the officer to experience the muzzle flash and other characteristics of their duty ammunition in a training environment.

The Academy will still furnish more than 900 rounds of 9mm, .38, .40, .45 or .357 caliber handgun ammunition (whichever is needed) and shotgun ammunition to each student officer for training during the Basic Course. The student must also have a handheld flashlight, ear protection and eye protection. Those officers who fail to supply their own protection will have to pay a rental fee of \$20.00 on the first day of range activity.

Thank you.

RKG:ns

ILEA 11/07